



WHITESTOWN
INDIANA

Temporary Street/ Lane/ Parking Closure Permit

Location and description of closure:

Purpose of Closure:

Dates of Closure:

Times of Closure:

Requesting Company/ Organization/ Person:

Representative:

Signature of Representative:

Address of Representative:

Telephone:

After reading *terms and conditions* on following page, please submit payment by check and email application to Becca Smith- Administrative Assistant Public Works, bsmith@whitestown.in.gov. If you have any questions you may call 317-732-4531.

Public Works Director _____

Chief of Police _____

Chief of Fire _____

Town Manager _____

Date Approved _____

Terms and Conditions:

1. At the time of submitting the application, applicant must provide a non-refundable application fee of \$25. Fee must be paid by a check made out to the "Town of Whitestown"
2. Applications for closures including those that require closing of metered parking spaces must be received at least 10 business days before closure.
3. A traffic control plan or a sketch of the areas to be closed must be included with the application. All signage and traffic layouts must follow the current MUTDC manual, and applications must be approved by the Public Works Department
4. Town officials may assist in the closure, but the applicant shall be responsible to properly close the street, travel lane, parking lane, or sidewalk and an approved traffic control plan, and/or as directed by the Public Works Department, Fire Department, or Police Department. Failure to do so may result in a revocation of the permit until corrective measures are made. The applicant shall be responsible for providing all necessary traffic control devices
5. The Town will assist in providing notice of the closure, but the applicant is responsible for notifying adjacent businesses, residents, and other applicable parties at least 7 days prior to closure.
6. Any full width closure of any street will require advance approval by the Town Fire Marshall or Fire Department official
7. Any permit that will include a structure or scaffolding over a sidewalk or street will require advance approval by an official from the Planning Department.